

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1810-402
NAVPERB 1810/31 (Rev. 08-2018) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 17-Apr-2020

1. From: Commanding Officer, USS NIMITZ (CVN 68) 2. LDC: 03368

3. To: (b)(6) USN

REASON FOR ADMINISTRATIVE SEPARATION PROCESSING

(4a) Misconduct - drug abuse as evidenced by positive urinalysis report dated 26 March 2020 1910-146

(4b)

(4c)

Local Favorable Characterization of Service Possible in General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1810-188 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (SEE APPROXIMATE ALCU) (b)(6)

8. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
9. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board. If you have 8 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to the present or administrative board.)
9. To representation at an administrative board by qualified counsel if you have 8 or more years of total active and/or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 8 or more years of total active and/or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Fleet Reserve List understanding that you have the right to an administrative board to recommend retirement at your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Fleet Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review. If you have less than 8 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERC-802) for review. If elected, GCMCA or higher assumes separation authority responsibility.

FOR OFFICIAL USE ONLY
 PRIVACY SENSITIVE

Enclosure (1)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 26 MARCH 2020

1. From: CARRIER AIR WING EIGHT (CVW-8)

2. UIC: 09748

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Violation of UCMJ article 112a - Wrongful use, possession, etc., of controlled substances

MILPERSMAN
1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

N/A

18. Address of Military Counsel:

N/A

19. Phone Number:

N/A

CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES

NO

N/A

20. Do you intend to file an appeal?

☐☐☐

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐☐☐

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

(b)(6)

23. (b)(6)

24. Date:

25 March 2020

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI):

(b)(6)

26. Service Member's Signature:

(b)(6)

27. Date:

25 MAR 20

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI):

(b)(6)

29. Service Member's Signature:

(b)(6)

30. Date:

25 MAR 20

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):

N/A

32. Counsel's Signature:

N/A

33. Date:

N/A

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 14-Jan-2020

1. From: Commanding Officer, Naval Medical Center Portsmouth

2. UIC: 00183

3. To: (b)(6) (b)(6)

USN, XXX-XX, (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Drug Abuse as evidenced by your positive urinalysis dated 22 November 2019, of Tetrahydrocannabinol (THC), a Schedule I controlled substance.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6) JAGC, USN (By direction)	23. Certifier's Signature: (b)(6)	24. Date: 27 JAN 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 29 JAN 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 29 JAN 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 20 November 2019

1. From: Commanding Officer, USS DWIGHT D. EISENHOWER (CVN 69)

2. UIC: 03369

3. To: (b)(6) USN, XXX-XX (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) SEPARATION BY REASON OF MISCONDUCT - DRUG ABUSE - AS EVIDENCED BY YOUR POSITIVE URINALYSIS COLLECTED ON OR ABOUT 2 OCTOBER 2019.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-186 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

(b)(6)

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Page 1 of 2
ENCLOSURE (3)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES

NO

N/A

20. Do you intend to file an appeal?

☐☐☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐☐☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

23. Certifier's Signature:

24. Date:

(b)(6), LT, JAGC, USN, By Direction

(b)(6)

18 Nov 19

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

26. Service Member's Signature:

27. Date:

(b)(6)

(b)(6)

20 Nov 19

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

29. Service Member's Signature:

30. Date:

(b)(6)

(b)(6)

20 Nov 19

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

FOR OFFICIAL USE ONLY
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Page 2 of 2

ENCLOSURE (3)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 02-Dec-2019

1. From: Commanding Officer, Cryptologic Warfare Activity SIXTY SIX

2. UIC: 50385

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

(4a) Misconduct -- Commission of a Serious Offense, as evidenced by NJP of 19 Aug 19 for failure to obey a general order and making a false official statement.

1910-142

(4b) Misconduct -- Pattern of Misconduct, as evidenced by NJP of 19 Aug 19 for making a false official statement, violations of counseling chits from 27 Aug 19 to 26 Nov 19, and NJP of 26 Nov 19 for absence without leave, failure to obey an order, and disorderly conduct.

1910-140

(4c) Misconduct -- Drug Abuse, as evidenced by your positive urinalysis result for marijuana on 30 Oct 19.

1910-146

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BEFORE RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

**FOR OFFICIAL USE ONLY
 PRIVACY SENSITIVE**

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR (b)(6))

22. Certifier's Name (Last, First, MI): (b)(6) (By direction)	24. Date: 07DEC2019
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 12/2/19
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 12/6/19
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI): (b)(6) LT, JAGC, USN	32. Counsel's Signature: (b)(6)	33. Date: 13DEC19
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 31-Mar-2020

1. From: COMMANDING OFFICER, STRIKE FIGHTER SQUADRON ONE FIVE ONE

2. UIC: 09558

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) MISCONDUCT - DRUG ABUSE AS EVIDENCED BY URINALYSIS RESULT OF 9 MARCH 2020 FOR VIOLATION OF UCMJ, ART. 112a - WRONGFUL USE OF A CONTROLLED SUBSTANCE.

MILPERSMAN
1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-158 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

[ELECT]

[WAIVE]

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting back for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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PRIVACY SENSITIVE

Page 1 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve, and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel: N/A	18. Address of Military Counsel: N/A	19. Phone Number: N/A
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT IN APPROPRIATE CASE)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTOR)

22. Certifier's Name (Last, First, MI): (b)(6) CDR, USN	23. Signature: (b)(6)	24. Date: 7 APR 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6) USN	26. Service Member's Signature: (b)(6)	27. Date: 8 APR 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6) USN	29. Service Member's Signature: (b)(6)	30. Date: 8 APR 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI): N/A	32. Counsel's Signature: N/A	33. Date: N/A
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE		
Date: 3 Feb 20		
1. From: Commandant, Naval District Washington	2. UIC: 00171	
3. To: (b)(6) USN		
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING		MILPERSMAN REFERENCE
(4a) Misconduct - Drug Abuse, as evidenced by the result of a positive urinalysis test dtd 21 Jan 20.		1910-146
(4b)		
(4c)		
Least Favorable Characterization of Service Possible is General (Under-Honorable Conditions).		
If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.		
YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)		ELECT
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)		(b)(6)
6. To submit a written statement for consideration by separation authority.		
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)		
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)		
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.		
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.		
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.		
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.		

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:
N/A	N/A	N/A

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI): (b)(6)	24. Date: 3 Feb 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	27. Date: 03 FEB 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	30. Date: 03 FEB 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI): N/A	32. Counsel's Signature: N/A	33. Date: N/A
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 07-Feb-2020

1. From: Commanding Officer, Fleet Readiness Center Northwest

2. UIC: 44329

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by reason of misconduct - Drug abuse.
 Member tested positive for THC for a random urinalysis sample he provided 30 December 2019.
 Sample was confirmed positive by Navy Drug Screening Laboratory Great Lakes.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-163 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (Continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
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17. Name of Military Counsel: N/A	18. Address of Military Counsel: N/A	19. Phone Number: N/A
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6) "By direction"	23. Date: (b)(6)	24. Date: 7 FEB 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 07 FEB 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 12 FEB 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:
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ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 19 December 2019

1. From: Commanding Officer, Training Support Center, San Diego

2. UIC: 61690

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Misconduct - Commission of a Serious Offense as evidenced by VUCMI, Article 92 - Disobey a lawful general order, to wit: ALNAV 057/19, dated 7 August 2019, by wrongfully using products containing CBD oil, specifically, "Dragon Fruit CBD" on or about 21 November 2019

MPM 1910-142

(4b) Misconduct - Drug Abuse as evidenced by Wrongful use and possession of Marijuana (THC) a schedule I controlled substance (54ng) on or about 21 November 2019.

MPM 1910-146

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-168 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

(b)(6)

5. To consult with qualified counsel: You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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ENCLOSURE (1)

Page 1 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402/404

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI): (b)(6)	24. Date: 19 Dec 19
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 19 Dec 19
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 19 Dec 19
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

Notification Procedure	
Date: 13 July 2020	
1. From: Commanding Officer, Naval Support Activity Jachurst	2. UIC: 61012
3. To: (b)(6) USN	
Reason for Administrative Separation Processing	
(4a) Separation by Reason of Misconduct - Drug Abuse (as evidenced by violation of the UCML, Article 112a (Drug Abuse) evidenced by Command Investigation (b)(6))	1910-146
(4b)	
(4c)	
Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).	
If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.	
You are entitled to know your rights. (Appropriate if you are a member of the U.S. Navy.)	
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)	(b)(6)
8. To submit a written statement for consideration by separation authority.	
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)	
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)	
9. To representation at an administrative board by qualified counsel. If you have 6 or more years of total active and or reserve military service	
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.	
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.	
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-032) for review. If elected, GCMCA or higher assumes separation authority responsibility.	

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION TO THE MEMBER

Additional Notice

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

OPTIONAL SECTION: APPEAL INFORMATION (Do not complete until appeal is filed)

20. Do you intend to file an appeal?

☐

☐

☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐

☐

☒

CERTIFICATION BY COMMANDING OFFICER (Do not complete until appeal is filed)

22. Certifier's Name (Last, First, MI):

(b)(6)

23. Certifier's Signature:

(b)(6)

24. Date:

10 July 2020

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI):

(b)(6)

26. Service Member's Signature:

(b)(6)

27. Date:

13 Jul 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE

28. Service Member's Name (Last, First, MI):

(b)(6)

29. Service Member's Signature:

(b)(6)

30. Date:

13 Jul 2020

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 14 May 2020
 1. From: Commanding Officer, USS WASP (LHD 1) 2. UIC: 21560

3. To: (b)(6) U.S. Navy

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING **MILPERSMAN REFERENCE**

(4a) Separation by reason of drug abuse as evidence of testing positive for cocaine in the amount of 1093 ng/mL on 24 March 2020	1910-146
(4b)	
(4c)	

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-185 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

- To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
- To submit a written statement for consideration by separation authority.
- To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
- To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
- To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
- To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ELECT ☒ (b)(6) WAIVE ☐

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 PRIVACY SENSITIVE

Page 1 of 2

Enclosure (1)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel: N/A	18. Address of Military Counsel: N/A	19. Phone Number N/A
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CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	NA
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> (b)(6)
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6) LNC(SW/AW), By direction	23. Certifier's Signature: (b)(6)	24. Date: 14 May 2020
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	26. Date: 14 May 2020
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	30. Date: 14 May 2020
--	--------------------------

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):	32. Date:
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Page 2 of 2

Enclosure (1)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 1 October 2020

1. From: Commanding Officer, USS KERSARGE (LHD 3)

2. UIC: 21700

3. To: (b)(6) USN

REASONS FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Drug Abuse as evidence by CO's mast held on 11 September 2020

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK):

ELECT

WAVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and/or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES NO N/A

20. Do you intend to file an appeal?

☐ ☐ ☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐ ☐ ☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

(b)(6)

24. Date:

(b)(6)

LN1, BYDIRCO

1 Oct 20

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

(b)(6)

27. Date:

(b)(6)

01 OCT 20

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

(b)(6)

30. Date:

(b)(6)

01 OCT 20

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

NAVPERS 1810/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 22-Sep-2020

1. From: Commanding Officer, Mid-Atlantic Regional Maintenance Center, Norfolk, VA

2. UIC: 41150

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation By Reason of Misconduct - Commission of a Serious Offense (as evidenced by your Commanding Officer's Non-Judicial Punishment of 16 September 2020 for violation of the UCMJ, Article 92 for Failure to Obey a Lawful Order)

1910-142

(4b) Separation By Reason of Misconduct - Commission of a Serious Offense (as evidenced by your Commanding Officer's Non-Judicial Punishment of 16 September 2020 for violation of the UCMJ, Article 107 False Official Statement)

1910-142

(4c) Separation by Reason of Misconduct - Drug Abuse (as evidenced by positive urinalysis for Cocaine use on or about 22 August 2020)

1910-146

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1810-186 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

(b)(6)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board; if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review. If you have less than 6 years of total active and or reserve military service, GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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DISTRIBUTION STATEMENT

ENCLOSURE (1)
Page 1 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT, INITIAL APPROPRIATE BLOCK)

YES

NO

N/A

20. Do you intend to file an appeal?

☐☐☒ (b)(6)

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐☐☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI):

23. Certifier's Signature:

24. Date:

(b)(6)

(b)(6)

LNC(EXW/SW/AW), USN, BY

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI):

(b)(6)

Signature:

27. Date:

(b)(6)

USN

09/22/20

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI):

29. Service Member's Signature:

30. Date:

(b)(6)

USN

(b)(6)

1506/20

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 05 May 2020

1. From: Commanding Officer Assault Craft Unit ONE

2. UIC: 53257

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) SEPERATION BY REASON OF MISCONDUCT - DRUG ABUSE
 As evidence by your positive urinalysis for marijuana on 28 February 2020.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

☒ ELECT ☐ WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

(b)(6)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
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17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6) CDR, USN	(b)(6)	24. Date: 5/1/20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6) USN	(b)(6)	27. Date: 5 MAY 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	(b)(6)	30. Date: 5 MAY 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 14-Nov-2019

1. From: CAPT (b)(6) USS ANCHORAGE (LPD 23)

2. UIC: 3015A

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a)

SEPARATION BY REASON OF MISCONDUCT - DRUG ABUSE AS EVIDENCED BY A POSITIVE URINALYSIS RESULT FROM A SAMPLE COLLECTED ON 07AUG19. URINALYSIS RESULTS RETURNED POSITIVE FOR USE NORDIAZEPAM, OXAZEPAM, AND TEMAZEPAM.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCKS)

(b)(6)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and/or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
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10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and/or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-632) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1810/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI): (b)(6)	23. Certifier's Signature: (b)(6)	24. Date: 14 NOV 19
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	26. Date: 14 NOV 19
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

26. Service Member's Name (Last, First, MI): (b)(6)	27. Date: 18 NOV 19
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 12 DECEMBER 2019	
1. From: COMMANDING OFFICER, NAVAL STATION MAYPORT	2. UIC: 60201
3. To: (b)(6) USN, XXX-XX (b)(6)	

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING	MILPERSMAN REFERENCE
(4a) SEPARATION BY REASON OF MISCONDUCT - DRUG ABUSE AS EVIDENCED BY COMMANDING OFFICER'S NONJUDICIAL PUNISHMENT OF 10 DECEMBER 2019.	1910-146
(4b)	
(4c)	

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-168 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE SLOGAN)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

FOR OFFICIAL USE ONLY
 PRIVACY SENSITIVE

ENCLOSURE (1)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019)

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (Continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve, and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (YES/NO/UNKNOWN/NOT APPLICABLE/RECORDS NOT AVAILABLE)

20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22. Certifier's Name (Last, First, MI): (b)(6) BY DIRECTION	24. Date: 12 DEC 19
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 12 DEC 2019
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28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 23 DEC 2019
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

FOR OFFICIAL USE ONLY
 PRIVACY SENSITIVE

Enclosure

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1010/91 (Rev. 05-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 06-Feb-2020

1. From: COMMANDING OFFICER, USS STOCKDALE (DDG 100)
(b)(6)

2. UIC: 23103

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(A) SEPARATION BY REASON OF MISCONDUCT- DRUG ABUSE

1910-146

(B)

(C)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-188 is the reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL AND SIGNATURE REQUIRED)

☒ SELECT

☐ WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Your budget counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired Reserve List is at the sole discretion of the Secretary; and, your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA final decision cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-802) for review. If elected, GCMCA or higher assumes separation authority responsibility.

(b)(6)

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSTMAN 1910-402/404
NAVPERS 1910/31 (Rev. 08-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are currently not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, plus, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to obtain with a drilling unit of Selected Reserve and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is tentative characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records (active/non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel	18. Address of Military Counsel	19. Phone Number

CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DELEGATION)

22. Certifier's Name (Last, First, MI) (b)(6)	23. Certifier's Signature (b)(6)	24. Date: 6 FEB 20
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI) (b)(6)	26. Service Member's Signature (b)(6)	27. Date: 16 FEB 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI) (b)(6)	29. Service Member's Signature (b)(6)	30. Date: 16 FEB 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE

Date: 21-May-2020

1. From: COMMANDING OFFICER, USS JOHN C. STENNIS (CVN 74) 2. UIC: 21847

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING **MILPERSMAN REFERENCE**

(4a)	MISCONDUCT - DRUG ABUSE AS EVIDENCED BY CO'S NJP PROCEEDING OF 15 MAY 2020 FOR VUCMJ ART. 112A - WRONGFUL USE, POSSESSION, ETC., OF CONTROLLED SUBSTANCES.	1910-146
(4b)		
(4c)		

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK) **SELECT** **WAIVE**

- To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
- To submit a written statement for consideration by separation authority.
- To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
- To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
- To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
- To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
- If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
- To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

(b)(6)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR SUPERIOR OFFICER)	
22. Certifier's Name (Last, First, MI): (b)(6) LT, JAGC, USN	24. Date: 20 May 19

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6) USN	26. Service Member's Signature: (b)(6)	27. Date: 21 MAY 2020
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6) USN	29. Service Member's Signature: (b)(6)	30. Date: 21 MAY 2020
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 22 January 2020

1. From: Commander, Surface Division ELEVEN

2. UIC: 50586

3. To: (b)(6)

USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Misconduct - Drug Abuse as evidenced by positive urinalysis report dtd 12 December 2019

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

SELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active and or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed and you are being processed for misconduct. Members must have 20 years of creditable active duty service. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-632) for review. If elected, GCMCA higher assumes separation authority responsibility.

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number

DSO WEST

(b)(6)

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES

NO

N/A

20. Do you intend to file an appeal?

☐☐☐

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐☐☐

COMMAND CERTIFICATION (COMMANDING OFFICER OR RY/DIRECTION)

22. Certifier's Name (Last, First, MI):

(b)(6)

(b)(6)

CAPT, USN

24. Date:

23 JAN 2020

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

26. (b)(6)

27. Date:

(b)(6)

23 JAN 2020
24 JAN 2020

(b)(6)

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

(b)(6)

30. Date:

(b)(6)

28 JAN 2020

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402
NAVPERS 1910/31 (Rev. 08-2018) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 31-Oct-2019

1. From: Commanding Officer, USS BATAAN (LHD 5)

2. UIC: 21879

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by reason of misconduct - Commission of a serious offense as evidenced by violation of the UCMJ, Article 128 - Assault of civilian on 21 September 2019.

1910-142

(4b) Separation by reason of misconduct - Commission of a serious offense as evidenced by violation of the UCMJ, Article 107 - False official statement of 29 October 2019.

1910-142

(4c) Separation by reason of misconduct - Drug abuse as evidenced by admission of drug use on 25 September 2019.

1910-146

Least Favorable Characterization of Service Possible Is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCKS)

(b)(6)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

FOR OFFICIAL USE ONLY

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPER 1910/31 (Rev. 08-2010)

Supporting Directive MILPERSMAN 1910-402

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members entitled to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	N/A
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI): (b)(6) Command Legatman, By direction	(b)(6)	24. Date: 31 Oct 19
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MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 31 Oct 19
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 11 Nov 19
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):	32. Counsel's Signature:	33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 29-Apr-2020

1. From: Commanding Officer, Naval Medical Center San Diego, California

2. UIC: 00259

3. To: (b)(6) U.S. Navy, [REDACTED]

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Drug Abuse as evidenced by the positive urinalysis results for Tetrahydrocannabinol (THC) dated 10 March 2020.

1910-146

(4b) N/A

N/A

(4c) N/A

N/A

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-168 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

FOR OFFICIAL USE ONLY
PRIVACY SENSITIVE

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402/404

NAVPERS 1910/31 (Rev. 06-2015)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES NO N/A

20. Do you intend to file an appeal?

☐ ☐ ☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐ ☐ ☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

(b)(6)

24. Date:

(b)(6)

LNC, USN, By direction

4 May 20

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

(b)(6)

26. Service Member's Signature:

(b)(6)

27. Date:

06 MAY 20

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

(b)(6)

29. Service Member's Signature:

(b)(6)

30. Date:

06 MAY 20

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 30-Mar-2020

1. From: COMMANDING OFFICER, USS CARL VINSON (CVN 70)

2. UIC: 20993

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Pattern of Misconduct as evidenced by your nonjudicial punishment did 18 January 2019, violation of NAVPERS 1070/613, Administrative Counseling/ Warning did 18 January 2019, and nonjudicial punishment did 11 March 2020.

1910-140

(4b) Separation by Reason of Misconduct - Drug Abuse as evidenced by your nonjudicial punishment of 11 March 2020 pertaining to your wrongful attempt to possess Lysergic Acid Diethylamide (LSD).

1910-146

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

(b)(6)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

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11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 8 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE:

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES NO N/A

20. Do you intend to file an appeal?

☐ ☐ ☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐ ☐ ☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

(b)(6)

LNC, USN, BYDIRCO

23. Certified Signature:

(b)(6)

24. Date:

30 MAR 20

MEMBER CERTIFICATION

ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI):

(b)(6)

USN

26. Service Member's Signature:

(b)(6)

27. Date:

07 MAR 20

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI):

(b)(6)

USN

29. Service Member's Signature:

(b)(6)

30. Date:

23 APR 20

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 21 November 2019

1. From: Commander, Operational Test and Evaluation Force

2. UIC: 57023

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING.

MILPERSMAN REFERENCE

(4a) As evidence by positive urinalysis of 20 November 2019.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

D50

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES NO N/A

20. Do you intend to file an appeal?

☐ ☐ ☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐ ☐ ☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

23. Certifier's Signature:

24. Date:

(b)(6) LT, USN

(b)(6)

9 DEC 19

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI):

26. Service Member's Signature:

27. Date:

(b)(6)

(b)(6)

9 DEC 19

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI):

29. Service Member's Signature:

30. Date:

(b)(6)

(b)(6)

12 DEC 19

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPER 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 29- Sep-2020

1. From: Commanding Officer, Fleet Readiness Center Northwest

2. UIC: 44329

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by reason of Misconduct - Drug Abuse.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT ☐ WAIVE ☐

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

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Page 1 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
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17. Name of Military Counsel:

N/A

18. Address of Military Counsel:

N/A

19. Phone Number:

N/A

CIVILIAN CONVICTION APPEAL INFORMATION: (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES NO N/A

20. Do you intend to file an appeal?

☐ ☐ ☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐ ☐ ☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR "BY DIRECTION")

22. Certifier's Name (Last, First, MI):

(b)(6)

23. Certifier's Signature:

(b)(6)

24. Date:

29 SEP 20
0845

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

(b)(6)

26. Service Member's Signature:

(b)(6)

27. Date:

29 SEP 20
0845

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

(b)(6)

29. Signature:

(b)(6)

30. Date:

01 OCT 20
1045

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1810/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 11 June 2020

1. From: Commanding Officer, Navy Medicine Readiness and Training Command Pensacola

2. UIC: 00203

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Drug abuse for Violation of the UCMJ, Article 112a, as evidenced by Command Investigation, dated 21 February 2020, by wrongful use and possession of a controlled substance, Vyvanse, on divers occasions.

1910-146

(4b) Separation by Reason of Misconduct - Commission of a Serious Offense for Violation of the UCMJ, Article 82, Soliciting commission of offenses, to wit: Violation of the UCMJ, Article 112a, as evidenced by text message conversation dated 1 February 2019, seeking to purchase the prescription medication Vyvanse from another service member.

1910-142

(4c) Separation by Reason of Misconduct - Commission of a Serious Offense for Violation of the UCMJ, Article 92, as evidenced by NAVPERS 1070/613, dated 05 September 2019, failure to obey order to adhere to all written orders, Navy Rules and Regulations and commit no further offenses under the UCMJ.

1910-142

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-168 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCKS)

IN FURTHERANCE OF YOUR RIGHTS

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPER 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURES (Continued)

ADDITIONAL NOTICE

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. For members who are extended not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

(YES) (NO) (N/A)

20. Do you intend to file an appeal?

☐ ☐ ☒

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐ ☐ ☒

COMMAND CERTIFICATION (COMMANDING OFFICER)

22. Certifier's Name (Last, First, MI):

(b)(6), By direction

24. Date:

11 Jun 2020

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI):

(b)(6)

27. Date:

11 Jun 20

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI):

(b)(6)

30. Date:

5 Jun 20

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):

33. Date:

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Page 2 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402/404
NAVPERS 1910/31 (Rev. 06-2015) PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 18 March 2020

1. From: Commanding Officer, Training Support Center Hampton Roads

2. UIC: 00281

3. To: (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by reason of misconduct - Commission of a serious offense as evidenced by your NJP of 18 March 2020

1910-142

(4b) Separation by reason of misconduct - Drug abuse as evidence by your positive urinalysis of 18 February 2020

1910-146

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT

WAVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

(b)(6)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1910-402/404
PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

20. Do you intend to file an appeal?

YES NO N/A

21. Do you request separation before your appeal is decided or time for appeal has passed?

COMMAND CERTIFICATION (COMMANDING OFFICER OR (b)(6))

22. Certifier's Name (Last, First, MI):

(b)(6)

By direction

24. Date:

3/19/20

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

(b)(6)

26. Ser (b)(6)

27. Date:

20 MAR 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI)

(b)(6)

29. Service Member's Signature:

(b)(6)

30. Date:

20 MAR 2020

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE Supporting Directive MILPERSMAN 1910-402
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

ADMINISTRATIVE BOARD PROCEDURE

Date 7 April 2020

1. From COMMANDING OFFICER, USS GEORGE H. W. BUSH (CVN 77)

2. UIC 23170

3. To (b)(6) USN

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Separation by Reason of Misconduct - Drug Abuse (As evidenced by NCIS Case Control Number: (b)(6) and CVN 77 Security Incident Report: (b)(6))

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is Under Other Than Honorable Conditions

If your separation is approved it will result in discharge, suspended discharge, re'ease from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

ELECT WAIVE

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit statements to the administrative board or to the separation authority in lieu of a board.
7. To obtain copies of documents that will be forwarded to the separation authority supporting the basis for the proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board. (Failure to appear without good cause constitutes a waiver of the right to be present at the administrative board.)
9. To representation at an administrative board by qualified counsel.
10. To representation at an administrative board by civilian counsel at your own expense.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to a reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to Transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary and your request may be disapproved.

(b)(6)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

ADMINISTRATIVE BOARD PROCEDURE (continued)

ADDITIONAL NOTICE

12 If you commence a period of unauthorized absence subsequent to receiving this notice, the administrative separation processing may continue in your absence.

13 For members on active duty not in civilian confinement. You are advised that separation proceedings in your case will be suspended for a period of 2 days from date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.

14 For members who are reservists, not on active duty. You are advised that separation proceedings in your case will be suspended for a period of 30 days from date this notice is delivered to you personally or received at your designated mailing address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR also will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve and you participate satisfactorily as a drilling member of Selected Reserve for a period of time which when added to any prior satisfactory service during this period of obligated service equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.

15 For members subject to reimbursement. You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.

16 For members in civil confinement. You are advised that separation proceedings in your case will be suspended for a period of 30 days from date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17 Name of Military Counsel

18 Address of Military Counsel

19 Phone Number

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES NO N/A

20 Do you intend to file an appeal?

☒ ☐ ☐

21 Do you request separation before your appeal is decided or time for appeal has passed?

☐ ☒ ☐

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTION)

22 Certifier's Name (Last, First MI)

(b)(6)

24 Date

(b)(6)

LCDR JAGC USN, By Direction

7 Apr 20

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE

(b)(6)

25 Service Member's Name (Last, First MI)

(b)(6)

USN

27 Date

8 APR 20

MY RESPONSE TO THIS NOTICE IS COMPLETE

28 Service Member's Name (Last, First MI)

(b)(6)

USN

30 Date

9 APR 20

COUNSEL CERTIFICATION (IF APPLICABLE)

31 Counsel's Name (Last, First MI)

33 Date

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

Date: 07-Feb-2020

1. From: Commanding Officer, Cryptologic Warfare Activity SIXTY SIX

2. UIC: 50385

3. To: (b)(6)

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERSMAN REFERENCE

(4a) Misconduct - Drug Abuse, as evidenced by your positive urinalysis result for cocaine on 9 Dec 2019.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)

(b)(6)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)
6. To submit a written statement for consideration by separation authority.
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.

14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve, and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.

15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.

16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)

YES

NO

N/A

20. Do you intend to file an appeal?

☐☐☒

21. Do you request separation before your appeal is decided? (b)(6)

☐☐☒

COMMAND CERTIFICATION (COMMANDING OFFICER OR

22. Certifier's Name (Last, First, MI):

(b)(6)

(By direction)

24. Date:

07 FEB 2020

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI):

(b)(6)

(b)(6)

27. Date:

07 FEB 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI):

(b)(6)

(b)(6)

29. Service Member's Signature:

30. Date:

07 FEB 2020

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE	
Date: 28 January 2020	
1. From: Commanding Officer, Helicopter Sea Combat Squadron TWO	2. UIC: 09212
3. To: (b)(6) USN	
REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING	MILPERSMAN REFERENCE
(4a) Separation by reason of misconduct - Commission of a serious offense (As evidenced by Non-Judicial Punishment for violation of UCMJ, Article 107 - False Official Statement on or about 13 August 2019)	MPM 1910-142
(4b) Separation by reason of misconduct - Commission of a serious offense (As evidenced by Non-Judicial Punishment for violation of Article - 121, Larceny on or about 18 September 2019)	MPM 1910-142
(4c) Separation by reason of misconduct - Commission of a serious offense (As evidenced by Non-Judicial Punishment for violation of Article 121, Larceny on or about 12 November 2019)	MPM 1910-142
SEE CONTINUATION PAGE	

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions)

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-166 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO BELOW RIGHTS (INITIAL APPROPRIATE BLOCK)	3. ELECT	4. SIGNATURE
5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)	(b)(6)	
6. To submit a written statement for consideration by separation authority.		
7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)		
8. To request an administrative board, if you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)		
9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.		
10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active and or reserve military service.		
11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.		
12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.		

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Enclosure (22)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROCEDURE (continued)

ADDITIONAL NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

CIVILIAN CONVICTION/APPEAL INFORMATION (RESPONDENT INITIAL APPROPRIATE BLOCK)	YES	NO	NA
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

COMMAND CERTIFICATION (COMMANDING OFFICER OR BY DIRECTOR)		
22. Command Name (Last, First, MI): (b)(6)	23. Signature: (b)(6)	24. Date: 28 JAN 2020

MEMBER CERTIFICATION

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI): (b)(6)	26. Service Member's Signature: (b)(6)	27. Date: 28 JAN 2020
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MY RESPONSE TO THIS NOTICE IS COMPLETE.

28. Service Member's Name (Last, First, MI): (b)(6)	29. Service Member's Signature: (b)(6)	30. Date: 28 JAN 2020
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI):	32. Counsel's Signature:	33. Date:

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Page 2 of 2

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 08-2019) PREVIOUS EDITIONS ARE OBSOLETE

Supporting Directive MILPERSMAN 1910-402

NOTIFICATION PROPOSAL

Date: 24-Feb-2020

1. From: Commanding Officer, Navy Medicine Readiness & Training Center New England
 3. To: (b)(6)

2. UIC: 32185

REASON(S) FOR ADMINISTRATIVE SEPARATION PROCESSING

MILPERMAN REFERENCE

(4a) Separation by reason of Misconduct - Drug Abuse as evidenced by positive urinalysis test.

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is General (Under Honorable Conditions).

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Component, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-168 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO FOLLOW RIGHTS IN AN APPROPRIATE BOOK

(b)(6)

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.)

6. To submit a written statement for consideration by separation authority.

7. To obtain copies of documents that will be forwarded to the separation authority supporting basis for proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board. If you have 6 or more years of total active and or reserve military service. (Failure to appear without good cause constitutes a waiver to be present at administrative board.)

9. To representation at an administrative board by qualified counsel, if you have 6 or more years of total active and or reserve military service.

10. To representation at an administrative board by civilian counsel at your own expense, if you have 6 or more years of total active or reserve military service.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service to elect. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

12. To general court-martial convening authority (GCMCA) review, if you have less than 6 years of total active and or reserve military service. GCMCA staff members' cases must be forwarded to another officer having GCMCA or Navy Personnel Command (PERS-832) for review. If elected, GCMCA or higher assumes separation authority responsibility.

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Page 1 of 2

Enclosure (1)

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

Supporting Directive MILPERSMAN 1910-402

NAVPERS 1910/31 (Rev. 08-2019)

PREVIOUS EDITIONS ARE OBSOLETE

NOTIFICATION PROCEDURE

APPROVALS NOTICE

13. **For members on active duty not in civilian confinement:** You are advised that separation proceedings in your case will be suspended for a period of 2 days from the date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.
14. **For members who are reservists not on active duty:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date that this notice is delivered to you personally or received at your designated mailing address to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of the Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permissive (no-cost) orders to attend any administrative board hearing to which you may be entitled.
15. **For members subject to reimbursement:** You are advised that you may be subject to a reimbursement requirement for recoupment of advance education assistance costs, bonuses, or special pays.
16. **For members in civil confinement:** You are advised that separation proceedings in your case will be suspended for a period of 30 days from the date this notice is delivered to you personally or received at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence. In this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:

18. Address of Military Counsel:

19. Phone Number:

CIVILIAN CONVICTION APPEAL INFORMATION (RESPONDENT INITIAL AND PRINT NAME)

YES

NO

DMA

20. Do you intend to file an appeal?

☐☐☐

21. Do you request separation before your appeal is decided or time for appeal has passed?

☐☐☐

COMMANDER CERTIFICATION (COMMANDING OFFICER OR)

(b)(6)

22. Certifier's Name (Last, First, MI):

24. Date:

(b)(6)

24 Feb 2020

MEMBER CERTIFICATION

(b)(6)

I ACKNOWLEDGE RECEIPT OF THIS NOTICE.

25. Service Member's Name (Last, First, MI)

2

27. Date:

(b)(6)

25 FEB 2020

MY RESPONSE TO THIS NOTICE IS COMPLETE.

(b)(6)

28. Service Member's Name (Last, First, MI)

30. Date:

(b)(6)

26 FEB 2020

COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counsel's Name (Last, First, MI)

32. Counsel's Signature:

33. Date:

ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/31 (Rev. 06-2016)

Supporting Directive MILPERSMAN 1810-402/404
PREVIOUS EDITIONS ARE OBSOLETE

ADMINISTRATIVE BOARD PROCEDURE

Date: 10 Jan 2020

1. From: Commanding Officer, Assault Craft Unit TWO

2. UIC: 53210

3. To: (b)(6) USN, 3000 (b)(6)

REASON FOR SEPARATION AND DATE OF SEPARATION

NAVSUP REFERENCE

(4a) Separation by reason of misconduct - Drug Abuse, as evidenced by the negative urinalysis results, Navy Drug Lab report on 23 December 2019 (LAN (b)(6))

1910-146

(4b)

(4c)

Least Favorable Characterization of Service Possible is Under Other Than Honorable Conditions

If your separation is approved, it will result in discharge, suspended discharge, release from active duty to a Reserve Disponent, transfer from Selected Reserve to Individual Ready Reserve (IRR), or release from custody or control of the U.S. Navy. If applicable, MILPERSMAN 1910-189 is not a reason for administrative separation processing.

YOU ARE ENTITLED TO KNOW YOUR RIGHTS AND RESPONSIBILITIES

1. EEO

2. Privacy

5. To consult with qualified counsel. You may consult with civilian counsel retained at your own expense. (Non-lawyer counsel may be appointed as determined by commanding officer.) (b)(6)

6. To submit statements to the administrative board or to the separation authority in lieu of a board.

7. To obtain copies of documents that will be forwarded to the separation authority supporting the basis for the proposed separation. (Classified documents will be summarized in unclassified form.)

8. To request an administrative board. (Failure to appear without good cause constitutes a waiver of the right to be present at the administrative board.)

9. To representation at an administrative board by qualified counsel.

10. To representation at an administrative board by civilian counsel at your own expense.

11. If applicable, to request transfer to Fleet Reserve/Retired/Retired Reserve List understanding that you have the right to an administrative board to recommend retirement in your current or a reduced pay grade. If you waive such board, a reduction to a reduced pay grade upon transfer may be directed if you are being processed for misconduct. Members must have 20 years of creditable active duty service in each. Approval to transfer to the Fleet Reserve/Retired/Retired Reserve List is at the sole discretion of the Secretary, and your request may be disapproved.

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ADMINISTRATIVE SEPARATION PROCESSING NOTICE
NAVPERS 1910/37 (Rev. 06-2015)

Supporting Directive MILPERSMAN 1610-402/404
PREVIOUS EDITIONS ARE OBSOLETE

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

ADMINISTRATIVE SEPARATION PROCESSING NOTICE

12. If you commence a period of unauthorized absence subsequent to receiving this notice, the administrative separation processing may continue in your absence.

13. For members on active duty not in civilian confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from date this notice is delivered to you personally in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence.

14. For members who are reservists not on active duty: You are advised that separation proceedings in your case will be suspended for a period of 30 days from date this notice is delivered to you personally or retained at your designated mailing address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If your separation involves transfer to IRR, you are advised that characterization of service upon transfer to the IRR, also, will constitute tentative characterization of service upon discharge at completion of naval service obligation, unless you take affirmative action to affiliate with a drilling unit of Selected Reserve; and you participate satisfactorily as a drilling member of Selected Reserve for a period of time which, when added to any prior satisfactory service during this period of obligated service, equals period of obligated service. If you submit evidence of completion of above, separation authority may assign a more favorable characterization of service. If you do not submit such evidence, characterization of service is same as characterization of service upon transfer from active duty or Selected Reserve to IRR. If you are in records review (non-drilling) status, you are entitled to permission (no-cost) orders to attend any administrative board hearing to which you may be entitled.

15. For members subject to reimbursement: You are advised that you may be subject to a reimbursement requirement for recoupment of advance education, assistance costs, bonuses, or special pays.

16. For members in civil confinement: You are advised that separation proceedings in your case will be suspended for a period of 30 days from date this notice is delivered to you personally or retained at your confinement address in order to give you a reasonable opportunity to exercise rights set forth herein. Failure to respond will constitute a waiver of all rights and processing may continue in your absence. If you are eligible and have elected an administrative board, and you are unable to make arrangements which would allow you to appear in person before the board, proceedings will continue in your absence; in this event, however, you may be represented before the board by your counsel. The below named counsel has been appointed your military counsel for consultation and/or representation for this action.

17. Name of Military Counsel:	18. Address of Military Counsel:	19. Phone Number:

COMMON SENSE FOR APPEAL INFORMATION (RESPOND IN THIS APPROPRIATE BLOCK)	YES	NO	NA
20. Do you intend to file an appeal?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
21. Do you request separation before your appeal is decided or time for appeal has passed?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

22. (b)(6)	23. (b)(6)	24. Date: 16 JAN 20
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MEMBER CERTIFICATION

ACKNOWLEDGE RECEIPT OF THIS NOTICE

25. Service Member's Name (Last, First, MI) (b)(6)	26. (b)(6)	27. Date: 16 JAN 20
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MY RESPONSE TO THIS NOTICE IS COMPLETE

28. (b)(6) First, MI:	29. (b)(6)	30. Date: 16 JAN 20
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COUNSEL CERTIFICATION (IF APPLICABLE)

31. Counselor's Name (Last, First, MI)	32. Counselor's Signature:	33. Date:

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